

**AMERICAN EMBASSY BELGRADE**  
**United States Agency for International Development (USAID)**

*Announcing an open position for*

**Title: USAID Project Management Specialist (Civil Society)**

**OPEN TO:** All interested candidates

**POSITION:** USAID Project Management Specialist, FSN-11

**OPENING DATE:** August 4, 2014

**CLOSING DATE:** September 1, 2014

**WORK HOURS:** Full-time (40 hours per week)

**LENGTH OF HIRE:** Permanent position

**Major duties and responsibilities:**

The Project Management Specialist (Civil Society) position is located in the Democracy and Governance Office (DGO), USAID/Serbia. DGO manages an assistance portfolio of approximately US\$8.5M to strengthen the accountability of key democratic institutions with the aim of helping Serbia on its path to Euro-Atlantic integration. The key programmatic areas under the purview of DGO fall within civil society, legislative and local government strengthening, and rule of law reforms.

The Specialist effectively provides leadership on civil society issues in Serbia for both USAID and the U.S. Government writ large. He/she effectively analyzes and manages projects/programs in the Civil Society portfolio, which places an emphasis on working directly with local partners to improve their capacity, both in terms of advocacy work but also in terms of organizational capacity. Under the Mission's Country Development Cooperation Strategy (2013-2017), there has been a deliberate shift in focus from working through international partners to providing direct grants between USAID and Serbian institutions – both governmental and non-governmental. In a period of declining resources, the Specialist must be entrepreneurial in order to maintain the portfolio's effectiveness and carry out USAID's collaborative model for development. In this respect, the Specialist is responsible for fostering partnerships, working closely to develop programmatic plans with Serbian organizations, understanding the challenges to implementation, and subsequently finding solutions to improve results. As USAID's new strategy encourages greater integration between sectors, it is important that the Specialist works closely with other DGO staff in the other democracy and governance sub-sectors such as rule of law, courts and the legal sector; legislative development, and local government, as well as staff from the economic growth office.

The Specialist serves as manager of the civil society portfolio, bringing coherence to the various awards focused on the sector. He/she will serve as Agreement Officer's Representative (AOR) and alternate AOR for numerous grants, as well as maintain oversight and build teamwork with other AORs for civil society awards. The Specialist will also build linkages to other non-DG awards and encourage cross-cutting work beyond the traditional democratic development sphere.

The Specialist works closely with Implementing Partners (IPs), grantees and sub-grantees, selected Serbian think tanks, NGOs, government organizations, and other donor organizations. He/she follows developments in Serbian society and policy impacting the development of democracy and Serbia's Euro-Atlantic integration; briefs the Office Director, Mission Director, other AORs, and high-level

visitors on the significance of developments; and, makes recommendations for effective USAID programmatic responses. He/she should have an existing broad network of contacts from which to draw upon in order to further USAID and USG partnerships with local institutions. The Specialist maintains these wide range of contacts with civil society, government, and academic organizations to maintain an awareness of their priorities and interests; accurately represents USAID and USG policies and positions in such meetings; and, uses such contacts to introduce American USAID staff to important actors and institutions impacting on USAID and USG programs.

## **DUTIES AND RESPONSIBILITIES:**

### **Project Management and Oversight**

Manages activities of the Civil Society portfolio by monitoring grantees' achievement of USAID goals and objectives; drafts program descriptions, approval memorandums, procurement documents, activity monitoring reports, technical notifications, etc.; reviews strategic frameworks; evaluates competitive proposals; evaluates and documents progress; manages decision and evaluation teams; evaluates grantee activities, through consultative meetings and site visits; works out solutions to keep programs on track; and, provides overall guidance and direction to focus activities on achieving agreed-to targets and long-term objectives. Consults Mission management, as appropriate, with contentious or difficult financial or policy issues, with recommended courses of action. Remains cognizant of implementing partner (IP) activities and issues, and conducts site visits, documenting findings and progress. Reviews vouchers and quarterly reports, and ensures IPs' adherence to USAID policies, procedures, and regulations, along with contract provisions. Prepares Project Appraisal Documents, Action Memoranda, GLAAS actions, and other documentation required for approval of new, or modifications to existing, activities. Ensures that IPs have clear work plans that are related to expected results, and that they develop measurable indicators and targets to achieve results in a timely manner. Provides guidance and direction to other Office and Mission staff on activities related to the Civil Society portfolio, and develops effective working and information linkages between activities to ensure that USAID regulations are followed, and that U.S. foreign assistance objectives are supported. Gathers information from implementers, tracks progress toward targets and indicators, and compiles and prepares input for annual Mission reports and other strategy documents.

### **Partnership Development and Outreach**

Seeks out opportunities to develop strong partnerships with Serbian institutions, governmental and non-governmental, as well as the private sector in order to advance a more collaborative development model. Uses entrepreneurial tactics to identify new, innovative opportunities for partnerships. Leverages other donor funding to maintain robust support for Serbian civil society. Works within the community to continue building support for philanthropy and long-term sustainability.

Maintains liaison with senior Serbian public officials, as well as appropriate representatives of NGOs, political parties, trade unions, the media, and academic sectors involved in civil society development, civic education, and the media. Ensures that they are kept informed of activities, project status, host-country actions needed, difficulties encountered, and other project-related issues, and that the Mission is aware of host-country attitudes and concerns relevant to project/program implementation. Plays a strategic role in dialogue with key ministries involved in reforms in the sector, as well as other GoS bodies, in support of GoS policy reforms impacting on accomplishment of sectoral goals and objectives.

### **USAID and USG Representation**

Serves as official USAID representative on site visits, ascertains progress, identifies delays and problems, and recommends authoritative solutions. Provides continuous evaluation of contractor

performance, and makes recommendations on methods to increase effectiveness and production; and, drafts reports, cables, and correspondence required in connection with project management, and other papers, program reports, and policy/issues papers, as required. Briefs high-level visitors from USAID/Washington or other USG agencies on matters relevant to the program area, and on recent developments in Serbia. Meets with other donors to ensure they are kept informed of USAID and USG activities in support of civil society strengthening, and vice versa, in order to avoid duplication of effort, and to maximize cooperation. As required, identifies and arranges appointments for high-level visitors, accompanies them, and assists in translation as needed. Prepares background documents and talking points for Embassy participation in project activities.

## **Research and Reporting**

Obtains and analyses relevant government and host-country documents, determining where further study is needed. Keeps informed about Serbian legislation and policy developments relevant to civil society development. Analyzes the impact of proposed/new legislation/policy on USAID strategy, and ensures Mission is aware of their potential impact on USAID and USG programs. Coordinates the performance monitoring requirements for the Office portfolio, assuring annual monitoring data is available for all Office programs and drafting performance reports required by USAID/Washington, the State Department, and Congress. Prepares planning documents, Congressional Notifications, program summaries, success stories, or other material required by USAID/Washington; writes briefers, decision memos, scheduling memos, and planning memos as requested by the Ambassador, Political Office, or Public Diplomacy section of the Embassy; and updates program summaries for the USAID and/or Embassy website.

Performs other duties as assigned or required.

## **Requirements:**

### **Education:**

A bachelor's degree (or equivalent) in social science or other area related to development assistance, including, but not limited to, economics, commercial law, or business management, is required. A Master's Degree, or progress toward one, is desirable.

### **Prior Work Experience:**

From five to seven years of progressively responsible, professional-level experience in democracy or civil-society-related work, or work managing development projects in these areas or in other relevant areas, including at least four years of this experience in a development-assistance environment, which included experience in the analysis and interpretation of data, and the presentation of findings in written and oral form, and that required demonstrated in-depth knowledge of conditions in, and constraints affecting, civil society strengthening issues in Serbia, or in related work for USAID, other donor agencies, host-government organizations, or private-sector institutions. Experience in developing partnerships and fundraising is desired.

### **Knowledge:**

Incumbent must have professional-level knowledge of development principles, concepts, and practices, especially as they relate to the democracy/civil society area. A thorough knowledge of host-country economic, political, social, and cultural characteristics. A good knowledge of host-country development perspectives, objectives, priorities, and resources in the area of democracy/civil society. Knowledge of partnership building and fundraising is desired.

### **Skills and abilities:**

Incumbent must have already established networks of contacts and be recognized within the sector. He/she will broaden and maintain these

contacts with mid- to senior-level officials in the host government, and in the non-profit, media, and academic sectors, in order to explain and defend USAID project policies, goals, and procedures, and to transmit and interpret host-country attitudes and concerns to senior USAID officials. The ability to obtain, analyze, and evaluate a variety of data in the field of civil society, and to organize and present it in written and oral form; the ability to plan, develop, manage, and evaluate important and complex programs and projects; and, the ability to furnish information and advice in assigned areas with detachment and objectivity are required. The position demands self-direction, keen time-management and problem-solving skills, and demands English communication and negotiation skills, both verbal and written. Work requires excellent computer skills, including complex budgeting software, word processing, and facility with computer programs used throughout USAID.

**Language proficiency:** Level IV English speaking and writing ability (fluent) is required; similar fluency in Serbian is also required. Effective English-language writing is a critical component of this job.

#### **ADDITIONAL SELECTION CRITERIA**

1. Hiring grade will depend on the qualifications of the incumbent.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Successful candidate must be able to obtain an appropriate security clearance required for the position.

***Please Note: Candidates will be tested during the interview process.***

#### **HOW TO APPLY**

Interested applicants for this position must submit all the required documents listed down below enclosed with a cover letter addressing all the vacancy announcement requirements/selection criteria respectively. **Otherwise, the application will be considered incomplete and shall not be taken into consideration.**

- a) Cover letter;
- b) Application for Federal Employment OF-612;
- c) A detailed current resume or curriculum vitae providing a mailing address and a daytime telephone number; plus
- d) Copies of any other documentation (e.g., essays, certificates, awards, and copies of degrees earned which do not have to be translated) that addresses the minimum requirements of the position as listed above;
- e) Provide the USAID HR Office with at least three references quoting their telephone numbers;

**Application for Federal Employment OF-612:** <http://www.usaid.gov/serbia/work-with-us/careers>.

**Incomplete applications will not be taken into consideration.**

**Note: DO NOT enclose the original documents to your application, as they will not be returned. Application language is English.**

**SUBMIT APPLICATION TO**

USAID, AMERICAN EMBASSY  
BELGRADE  
Bulevar kneza Aleksandra Karadjordjevica 92  
11000 BELGRADE

Or

E-mail: [belgrade-jobs@usaid.gov](mailto:belgrade-jobs@usaid.gov)

**The subject line of your email must read: USAID  
/ Project Management Specialist (Civil Society)**

**POINT OF CONTACT**

Telephone: 011-706-4142 or 011- 706 - 4222

Fax: 011- 361-8267

**The subject line of your email must read: USAID  
/ Project Management Specialist (Civil Society)**

**CLOSING DATE FOR THIS POSITION: September 1, 2014**

**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

**Please note: Short listing and interviews are normally completed within six weeks of the closing date.**

**Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.**

The US Mission in Serbia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.